RAFFLES INTERNATIONAL SCHOOL

Health and Safety Policy

School Vision, Mission and Core Values

Our Vision
Providing world-class education

Our Mission
To empower students with a holistic, rigorous and international education for success in an ever-changing world

Core Values
Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

Adopted: August 2015
Last Revised/Amended: June 2026
Next review: June 2027

CEO/Board		**Principal**
Head of Primary School	**Head of Secondary School**	**Other relevant staff**

The School's Health and Safety organisation has the following aims:

a. To establish and maintain a safe and healthy environment throughout the school in keeping with the school's Mission and Philosophy Statements.

b. To establish and maintain safe working procedures among staff and students.

c. To make arrangements for ensuring safety and avoiding risk to health in connection with the use, handling, storage and transport of articles and substances hazardous to health.

d. To ensure the provision of sufficient information, instruction and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety at work. To ensure that they have access to relevant training and instruction as and when provided.

e. To maintain a safe and healthy place of work and safe access and egress when evacuating school premises.

f. To lay down procedures to be followed in case of an accident.

g. To provide and maintain adequate welfare facilities.

RESPONSIBILITIES:

School Board

The governing body has overall and final responsibility for Health and Safety at Raffles International School.

The School Principal

The School Principal is responsible to the Board for ensuring the implementation of the aims of the School's Health and Safety policy and is accountable to CEO.

Health and Safety Officer

The Administration Manager is the Health and Safety Officer for the School, with responsibility for chairing a committee that reviews current policy, procedure and practice.

Health and Safety Committee

A Health and Safety Committee, made up of the School Principal (Mr. Matthew Barrett), Head of Primary School (Mr. Alex Kilpatrick), Head of Secondary (Mrs. Rachel Carter), Administration Manager & Health and Safety Officer (Mr. Vikas Bahuguna), Lead First Aider (School Doctor), IT Team Leader (Mr. Ratheesh Nambiar) and Parent Representative.

Heads of Department

Heads of academic, bursarial and administrative departments are responsible for safety, as defined, within their areas of responsibility.

Teachers
The safety of students in the classrooms, laboratories, gym and those engaged in games and extracurricular activities, is the immediate responsibility of class teachers or teachers in charge of games and activities.

All Employees
It is the duty of every employee at work to take reasonable care for their own health and safety and for the safety of others that may be affected by acts or omissions in the performance of their duties. A part of annual staff training should be set aside to familiarise all employees with policy and practice.

Students
All students are expected to exercise reasonable personal responsibility for their own safety and that of staff and other students. As part of the school curriculum, students are taught how to stay safe and manage their own wellbeing. Students are informed that they can report any concerns to any adult in the school.

Contractors
Outside contractors are required to abide by all safe working practices and relevant Health and Safety legislation.

ENSURING ON-SITE HEALTH AND SAFETY:

Maintenance of Buildings, Facilities and Grounds
The Maintenance Policy covers specific issues concerned with Health & Safety. It is essential to provide an environment in which danger and risk of accident and illness are minimised. Essential utility services (water, gas, electricity) must be provided and maintained in order to conform to local, national and international standards. All licenses must be fully up-to-date. Regular checks must be made to confirm that standards are being met and maintained. Annual audits are compiled in order to assess the condition of the building, facilities and grounds and identification may be made as to work required to reduce risk of illness and injury.

Provision of Health Care
Health Care provision is commensurate with these conditions. A qualified Nurse is on-site during the entire working day. A Sick Room is provided in which the Nurse may carry out her duties; first aid may be administered; ill children may rest and recover; and those who may have a more serious injury or condition may be kept until outside help becomes available. There is a lockable drug cupboard to which only the Nurse has access. Others may access the drug cupboard only under the supervision of the School Principal should the Nurse not be available.

Storage of Dangerous Substances
Dangerous chemicals, materials, substances and gases will be secured at all times in containers and cupboards that minimise risks of contamination, corrosion and exposure to toxic and carcinogenic effects. Access to such substances will be permitted to personnel only.

Fire Fighting
The school buildings and facilities will be provided with sufficient emergency firefighting equipment and an alarm system to conform to local, national and international standards and requirements. Such equipment will be regularly maintained to ensure effective operation. There will be an annual maintenance check on firefighting equipment by an independent assessor. Staff will be instructed on the use of firefighting equipment. Emergency evacuation procedures will be prominently displayed in all rooms and corridors.

Emergency Evacuation Procedures
All students and staff will be instructed on Emergency Evacuation Procedures. There will be an Emergency Evacuation practice each term. After each evacuation a report should be completed by the designated person, Mr. Ashwin Nair. This will be reviewed to identify and take action possible areas of improvement.

Serious Emergencies
In the event of serious emergencies, e.g. fire, flood or major disruption to services, outside of the normal working day, the School Principal and Administration Manager should always be informed.

Off-Site Activities
Any off-site activity (e.g. educational trips and visits, sports fixtures, school events, field trips etc.) must conform to school policies and procedures. It is the responsibility of the lead organiser of such an activity to ensure knowledge of and adherence to these policies and procedures by all involved in the activity. No trips should leave the school premises without first parental permission and subsequently permission from the Head of Section and also the School Principal.

First Aid
As well as employing a school nurse, the school also has a number of designated first aiders who receive regular training to maintain certification. All employees should make themselves aware of the position of the first aid boxes in their respective workplace. Any first aid boxes requiring restocking should be handed to the school nurse.

Staff Facilities
The school will provide adequate facilities for staff to meet (both professionally and socially); to enjoy periods of relaxation during the day; to mark and prepare work; and to prepare food and drinks.

Equipment, machinery, tools, electrical and gas appliances, laboratory, sports, art and music equipment
All such items will be tested annually and regularly maintained in order to ensure safe and effective operation.

Catering Facilities and Equipment
All facilities will be cleaned and maintained in order to maintain the highest standards of health & safety and minimise danger. An annual audit will take place in order to confirm that such standards are being met.

Site Security
The school will provide as secure a site as possible. There will be a security guard present at all times. The guard will control access to and egress from the site. Staff and students will adhere to the entrance and exit procedures at all times. Visitors will be required to display their authorisation at all times during their visit.

Reporting Procedure
Whenever an employee becomes aware of a potential Health and Safety risk that he or she is unable to resolve, the matter should be reported, in the first instance, to their Head of Department. Heads of Department should, in turn, refer the problem to the Health and Safety Officer as necessary.

Accident Reports
All accidents of a serious nature require an Incident Report Form to be filled in within a period of no more than seven days. Normally the form will be filled in by the school nurse. A copy should also be sent to the Health and Safety Officer. The Health and Safety committee will review each report at the next meeting, making any recommendations to the School Principal.

Students
All students are expected to exercise reasonable personal responsibility for their own safety and that of staff and other students. As part of their studies, lessons should be incorporated to include an awareness and understanding of aspects of Health and Safety relevant to the age group. Students' well-being around the school should be carefully monitored at all times. Teachers are expected to give careful consideration to the weight students are expected to manage in terms of work materials – this should be managed via a homework schedule at each Year Level, and through the use of online materials and lockers as far as possible.

Insurance
All employees are covered workman compensation provided by the school during school working hours. All students are covered by 3rd Party Insurance policy for any school-related activity.

Risk Assessments
Risk assessments are carried out for locations and activities across the school campus and for offsite visits. The Risk Assessments are reviewed regularly and are updated every time there is a change in a location/activity. The needs of those with special needs are taken into consideration. Risk Assessments are carried out by the lead staff in charge of the activity and reviewed by the School Health and Safety Officer.

Associated Areas
Refer also to

- Trips & Visits Policy
- Clinic Policy
- Safeguarding Policy
- Code of Conduct
- Anti – Bullying Policy

Policy Review

This policy is to be reviewed annually, though; any deficiencies or weaknesses in Health and Safety Policy will be remedied without delay.

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Incident Report Form

Student's Name: ……..…… **Year:** …….. **Section:……**

Name of the Teacher: …… **Date:** …… **Time:** ……..……

- ☐ **Refusing to do work**
- ☐ **Destroying property**
- ☐ **Throwing items**
- ☐ **Using physical aggression**
- ☐ **Teasing classmates**
- ☐ **Disrupting with noises**
- ☐ **Sleeping**
- ☐ **Using foul language**
- ☐ **Incessant talking**
- ☐ **Leaving the assigned area**
- ☐ **Refusing directions**
- ☐ **Making gestures**
- ☐ **Bullying**
- ☐ **Lying**
- ☐ **Chronic absence**

Other: (please specify) ……

Parents notified: ☐ **Yes** ☐ **No**

If no, please explain: ……..
……
……....

Supporting details:
……..……
……....

Actions taken:
……..……
……....

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School Department: Area:	**RISK ASSESSMENT** Management of Health and Safety at Work	**Assessment No:** **Room #:**

Activity or task being assessed		**Describe in more detail the activity or task involved**	**This risk assessment addresses all the hazards one might reasonably foresee and the control measures already in place for the use of the classrooms and routine classroom activities. Note: all areas should be monitored by the teacher and half term formal inspections carried out. Activities primarily involve creative artwork**

Assessor	**Name**	**Title**	**RISK ASSESSMENT COMPLETED (YES/NO)**
1			
2			
Assessment Date:		**Assessment Review Date:**	

	RISK ASSESSMENT	**Assessment No:**

STEP 1 –How can people get hurt? Use this list as a check and add other items, unique to your work area, if necessary. Step back and consider any other hazards! Involve the Managers, Staff and where necessary the Safety Professionals, in deciding what is to be included.

HAZARDS																			

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	RISK ASSESSMENT	Assessment No:

STEP 2 – Now assess the risks from the hazards identified on the previous page by completing the form below.

Hazard No.	Hazard	Description of Hazard	Persons at Risk					Existing Control Measures	Residual Risk*				Further Action Required?
			Employee	Contractor	Children	Public	Specific#	What do you do already to stop these people getting hurt?	Severity	Likelihood	Risk	Risk Level	YES/NO

Note: * Residual Risk – The level of risk remaining taking into account the existing control measures employed.

Note: # Specific=Young Person, new or expectant mother, physical or other condition that may increase personal risk-in these circumstances a specific assessment is required

	RISK ASSESSMENT	Assessment No: ART/TECH 001

STEP 3 – Action Plan – Give details of actions to be taken that will reduce risks to health and safety.

Hazard No.	Describe as fully as possible the action to be taken	WHO is responsible for ensuring the action is carried out?	The date by which the action is to be completed	Confirmation that the required action has been completed (Signature of the person responsible for ensuring the action is completed and the date of completion)